



DEPARTMENTS OF THE ARMY AND AIRFORCE
JOINT FORCE HEADQUARTERS
NEW HAMPSHIRE NATIONAL GUARD
1 MINUTEMAN WAY
CONCORD, NH 03301



PLEASE POST IN A PROMINENT LOCATION

ANNOUNCEMENT NUMBER NH ANG16-006

DATE: 8 March 2016

POSITION TITLE, SERIES/GRADE SSGT/E5
MATERIALS HANDLER

MAXIMUM MILITARY GRADE SSGT/E5
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

ADDITIONAL INFORMATION

This position is a Tanker Task Force (TTF) coded position and is based on the availability of a TTF man-year.

MERIT: All current NHNG AGR enlisted members in the rank of A1C/E3 to SSgt/E5

OPEN: All NHANG enlisted members in the rank of A1C/E3 to SSgt/E5 and those eligible to become a NHANG member

CLOSING DATE: 12 April 2016

DUTY LOCATION
157th LRS
Pease ANGB

This position may be required to work 2nd shift

TYPE OF APPOINTMENT
AGR TOUR

MAXIMUM RANK/AFSC REQUIREMENTS
Maximum rank for this position is SSGT/E5. This position requires that the incumbent be militarily assigned to AFSC 2S0X1 military position within the unit of assignment. If not AFSC/MOS qualified, must become so within first 12 months of assignment.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

OTHER PERTINENT DATA
The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures. For Questions please contact the retention office at 603-430-3507.

If you have between 15-17 years of Total Active Federal Military Service (TAFMS) you will be required to sign a sanctuary waiver prior to the start of your AGR tour.

FOR ADDITIONAL INFORMATION
Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, Kristine.m.poplar.mil@mail.mil or CW2 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, kathryn.l.scott9.mil@mail.mil. Other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

EQUAL EMPLOYMENT OPPORTUNITY
The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

INSTRUCTIONS FOR APPLYING

PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION

MERIT: (Current NH AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number
- ARMY: Last five NCOER's.
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 6 months of closing date)
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- AIR FORCE: Enlisted Performance Report (last five)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

OPEN: (AGR's outside of NH and NON AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- NGB Form 34-1 (**20131111**) which includes announcement number and title of position
- Current or prior Technicians must include last SF 50
- ALL DD 214's
- Three References include, email addresses and phone number
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- ARMY: Current ADOS orders (if applicable)
- ARMY: Last five NCOER's
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR tour. (within 30 days of closing date)
- ARMY: Include any medical profiles or medical duty review board findings.
- AIR FORCE: Current MPA Tour Orders (if applicable)
- AIR FORCE: Last five Enlisted Performance Reports (EPR) (if applicable)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: Point Credit Summary VMPF
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

FAILURE TO SUBMIT ALL THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED

Applications must be received in the Human Resource Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can now be left with an HRO representative, Pease AFB, Bldg 145.

Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resource Office and may not meet the closing date/time requirement.

MINIMUM PREREQUISITES

- Minimum score of 44 in the General area on the ASVAB.
- Must be United States citizen.

- A PULHES profile of at least 333333 is required.

BRIEF JOB DESCRIPTION

1) Receives and processes notice to stock parts and equipment. Assures incoming materiel matches that of the accompanying documentation. Examines materiel for shortages, overages and obvious damage and coordinates any discrepancies with the Cargo Movement Element.

(2) Stores all in-warehouse supply and equipment items. Provides secure storage and handling of classified and sensitive items. Provides proper storage and handling of Electrostatic Discharge Items (ESD) in accordance with applicable technical orders and publications. Determines within the general warehousing plan how to arrange stock within the storage area. Stores items for convenience of handling and ease of movement. Assures stored items are protected from damage, deterioration, and pilferage. Schedules and maintains an aggressive surveillance inspection program for items in central storage to assure that all assets are ready for issue. Takes necessary action to control deterioration and/or corrosion of items in storage. Assures required tags, labels, and markings are affixed to property to reflect identity, status, and condition. Makes sure that technical data is retained when retagging items. Initiates inputs to add or delete warehouse locations on item records.

(3) Conducts periodic validation of warehouse locations. Responsible for the inventory and proper accounting of all in-warehouse assets. Performs special inventories as required.

(4) Selects items to be issued and/or shipped and transfers them to the Cargo Movement Element for subsequent delivery/shipment. Issues oldest items first when dated item control applies. Assures items requiring special handling (i.e., classified) are receipted for by authorized individuals.

(5) Inspects all classes of property for which the USPFO Accountable Officer has responsibility and/or accountability, including small arms, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gasses, chemical, and wood products; packaged petroleum products; machines and communication equipment. Determines that materials are properly identified as to condition, identity, security, classification. Uses a variety of measuring devices, conversion charts to determine moisture factors on lumber and classification factors/special markings on gasses, chemicals and metals. Refers to contract specifications, technical orders, manufacturers' catalogs, stock lists, FEDLOG, and other available guides in identifying material (inspects for deterioration and corrosion of all stocked items and initiates/recommends necessary action). Prepares reports for damaged or deficient condition. Prepares written replies for higher headquarters tasking.

(6) Monitors material suspect program to eliminate possible hazards or substandard material. Monitors petroleum/chemical materiel by regularly checking and inspecting all petroleum and chemical products stored to ensure test dates are within prescribed time frames. Coordinates with responsible agency by telephone, message, or correspondence to determine the serviceability of assets. Ensures all shelf life items are inspected quarterly for serviceability. Coordinates with base Medical Group's Bioenvironmental Health Technician on all hazardous items to ensure all items are identified on the item record. Monitors functional check program by coordinating inputs and routing items to the maintenance/supply liaison to ensure all functional check assets are ready for issue. Identifies and controls required Technical Order Compliance (TCTO), inventory, code and tags material in accordance with TCTO furnished by Maintenance Quality Assurance (QA). Endorses letter back to QA upon completion.

(7) Identifies incomplete items. Assigns applicable condition code, affixes tag, initiates requests for component items to restore to serviceable condition. Follows established guidelines in assignment of demilitarization codes for disposal items. Monitors demilitarization, required documentation, and transfer of items to disposal. Downgrades low dollar value property to scrap, prepares documentation and transfers to Cargo Movement Element for disposal for lot processing. Requests special inventory for items found on base.

(8) Manages the Precious Metals Recovery Program (PRMP).

(9) Assists in formulating policies and procedures to ensure proper management, security, and control of all supplies and equipment in storage. Ensures procedures are written that direct a resource protection survey be accomplished on designated controlled areas within prescribed time frames.

(10) Manages unserviceable holding area. Ensures disposition is received in a timely manner. Monitors Material Deficiency Reports (MDR) and Quality Deficiency Reports (QDR) pending disposition. Process turn-ins and Coordinates with Quality Assurance for disposition instructions.

FOR THE ADJUTANT GENERAL

BRIAN C. ELBERT, Col, NHANG
Director of Human Resources

